

# FORRESTAL NEWSLETTER

Inaugural Edition of Our Quarterly Newsletter

April 2008

*A newsletter from The Office of Management for DOE employees located in the Forrestal Building*

## Sprinkler Project

The installation of a new fire sprinkler system throughout the Forrestal Building provides enhanced fire protection as well as new ceiling, lights and an air distribution system. These systems make office spaces safer and more comfortable. To date, the sprinkler installation is complete on the first through eighth floors of the South Building and is continuing in the basement. By July, the sprinkler system in the South Building will be fully operational. In April and July, the installation of the fire sprinkler system will begin in the West and North Building, respectively. Each project phase lasts 8 weeks. Moves to swing space at 950 L'Enfant Plaza will occur prior to the start of construction.

**Contact:** Reggie Harris, 6-6615

## Roof-Top Solar Array

The Office of Management is partnering with the Office of Energy Efficiency and Renewable Energy's Solar Energy Technology Program to design and install a solar array on the roof of the Forrestal North Building. Construction is estimated to be completed in August 2008. Once operational, this array will become a great source of renewable energy - generating about 200 Megawatt hours of electricity each year. That's enough to power about a dozen homes! We also plan to install a display in the Forrestal lobby museum to show everyone how much electricity the array is generating. We'll keep you posted.

**Contact:** Eric Haukdal, 6-3777

## Energy Savings Performance Contract (ESPC)

The Office of Management, the Office of Energy Efficiency and Renewable Energy, and the General Services Administration are working together to implement an ESPC to conserve energy and water at the Forrestal and Germantown facilities. We are working with NORESO, an Energy Service Company to identify and evaluate possible projects such as increasing lighting efficiency, improving heating and cooling systems, and replacing fixtures. Executive Order 13423 requires each agency to achieve a 30% reduction in energy use by 2015 (based on 2003

levels). This ESPC effort will help the DOE HQ facilities achieve this challenging but important goal and also serve as a showcase and model for others to follow. It will also help the Department meet conservation goals established through the Transformational Energy Action Management (TEAM) initiative.

**Contact:** Eric Haukdal, 6-3777

## Personal Property Management Council (PPMC)

The PPMC was recently established under the direction of the Office of Management, and held its initial meeting on January 17, 2008. The purpose of the PPMC is to review Headquarters policy recommendations regarding personal property stewardship and accountability practices and to ensure accountability for all HQ property. The PPMC's goal is to educate customers about their responsibility for property through enhanced communications among Headquarters organizations on topics such as property policy recommendations, policy initiatives, and current personal property accountability practices. The PPMC also identifies factors that impede effective implementation of property policies and can recommend appropriate remedial actions plans. The PPMC is chaired by the Director of Administration, Brian Costlow, and each Program Element is represented. The PPMC meets at least quarterly. The next meeting is scheduled for June 26, 2008.

**Contact:** Dwight Bruce, 6-0072

## Energy Tip of the Quarter

**Fill our recycle bins with aluminum cans, plastic and glass bottles, newspapers and paper.**

Did you know that the money "earned" from recycling these items is "recycled" into our Child Development Center, so you're not only reducing the waste stream and sustaining our environment, but also helping our children. Also note: we can each do our part to help conserve energy by walking up one flight of stairs and down two and by turning off computers, lights, and other equipment when not in use.

## Building Inspection Program

To help ensure a clean and safe work environment for all of our employees and visitors, the Office of Management has developed a new building inspection program. Inspections are being conducted at least twice weekly by government inspectors who document concerns and ensure that each item is addressed in a timely manner. Inspections of sensitive areas occur daily. Although we feel this plan will help us ensure the quality of your work life, we need your help. Please do not place furniture and trash in the halls. If you see something, call Ms. Love at our Facilities Helpdesk on 6-6100. With your help and our new process, we can keep our surrounding areas in tip-top shape. We look forward to serving you in the future and appreciate your help.

**Contact:** Clint Cleveland, 6-6944

## Safety Corner

The Headquarters Safety, Health, and Security Office (MA-41) would like to remind headquarters personnel that if you see smoke or a fire, please grab an escape mask and pull the manual pull station fire alarm on your way out. Once at a safe location (outside the building), call security 202-586-6900 to let them know why you activated the manual pull station. By contrast, the smell of something burning does not always necessitate the evacuation of a building. Call 166 to report the burning smell. If the smell gets worse, or is of sufficient concern that you feel the need to evacuate the building, then grab an escape mask and activate the manual pull station on your way out. Activating the manual pull station will ring the fire alarm and begin an evacuation of the rest of the floor. It will also call the fire department and notify Security personnel. If an evacuation of the building is required, you will be notified by the fire alarm bells, an announcement over the PA system, an announcement via the Emergency Notification System (ENS) (pop-up computer message), or by Security personnel. Employees should take an escape mask and leave the building by the closest stairwell possible. Once outside the building, proceed to the designated assembly area. Even if the fire alarm bells stop ringing or the announcements stop, employees are to continue to evacuate the building. **Bottom line: when in doubt, get out.** Only after the "all clear" has been given, are employees to return to their offices. As always, if you have a question or comment, please call 202-586-1005 or send it to the HQ Safety and Health mailbox at: [HQSafetyandHealth@hq.doe.gov](mailto:HQSafetyandHealth@hq.doe.gov).

**Contact:** Cherylynne Williams, 6-1005

## Update on Building Amenities

In support of the Office of Management's commitment to continuously improve the quality of life for our Headquarters employees, we have recently upgraded our concessions and brought a shoe care vendor to the Forrestal Building. Our initial concessions upgrade project began with the conversion from Styrofoam trays to biodegradable trays in both the Forrestal ground floor snack bar and the main cafeteria. This change is the initial phase of a long-term environmental stewardship initiative to replace all Styrofoam utensils in our concessions areas. Also included in the initial upgrade phase were the introduction of new food vendors, Charlie Chiang's [featuring Sushi daily] and Malibu Wraps. There is also new dinnerware and cutlery for our dine-in customers. To contribute to DOE's energy efficiency efforts, the Forrestal Ground Floor snack bar is offering customers a "Bring Your Own Mug" 10-cent discount for their favorite cup of coffee. In conjunction with these upgrades, customers can now pay for their meals with American Express, MasterCard, or Visa debit or credit cards. In addition to the recent upgrades, an on-going concessions initiative includes a reconfiguration evaluation of the Forrestal Ground Floor snack bar with the purpose of improving the flow and functionality of the space and the service provided to our customers. Stay tuned for more information on additional concessions upgrades scheduled to be implemented in the near future.

Coupled with the Forrestal concessions upgrades, we are happy to announce the opening of the Shoe & Valet Express as the first ever on-site shoe care vendor at DOE-Forrestal. The hours of operation are Tuesday, Wednesday, and Thursday from 10:00 a.m. until 4:00 p.m. In addition to shoe shine services, Shoe & Valet Express also provides shoe repairs. We welcome your comments or questions regarding any quality of life issues. Please feel free to provide feedback to the Office of Administration's Customer Mailbox at: [MA-40Customervoice@hq.doe.gov](mailto:MA-40Customervoice@hq.doe.gov).

**Contact:** Gerri Bullock, 6-4459